

## Contacts at Other Agencies

The following federal agencies are contacted regularly for processing background checks:

Standard Optional	District/ Washington	Agency, Address, and Telephone Number	Required Information and Optional Data
Standard (Foreign Only)  Optional (U.S.)	Washington	<p><b>Central Intelligence Agency</b> Attn: External Inquiries Branch DO/IMS/EIB Room No. GA43 OHB Washington, D.C. 20505 (703) 482-6633 Contact: Debora</p> <p><b>Central Intelligence Agency</b> Chief Liaison CCS /L &amp; CIB Attn: 2S04 Stafford Building Washington, D.C. 20505 (703) 613-0785</p>	<p>Form CC-9020-01.</p> <p>Specify if you want response from the External Inquiries Branch and/or the Securities Division.</p> <p>The External Inquiries Branch seeks information from foreign contacts.</p> <p>Securities Division provides information on persons who requested employment with CIA and/or had government contracts.</p>
Optional	District	<p>Mr. Don Tendick Deputy Executive Director <b>Commodity Futures Trading Commission</b> 3 Lafayette Centre 1155 21st St., N.W., Room 9146 Washington, D.C. 20581 (202) 418-5160</p>	<p>Form CC-9020-01.</p> <p>Information may be requested from either the enforcement list or the commodities/futures registration list. The former may provide the most useful information.</p>
Standard	Washington	<b>Credit Reports.</b>	Form CC-9020-01.
Standard	Washington	<p>William C. Little Chief, Litigation Unit <b>Drug Enforcement Administration</b> FOIA -- Room W6180 Washington, D.C. 20535 (202) 307-7622 Contact: Lenora W. Sowers (202) 353-0942</p>	Form CC-9020-01.
Standard	District	<b>OCC's Enforcement and Action Report System (SARS/EARS)</b>	Licensing staff or District Counsel perform search.
Standard	District	<b>Financial Crimes Enforcement Network (FinCEN)</b>	Consult with District Counsel.
Optional	Washington	<p>FBI Name Check requests <b>Federal Bureau of Investigation</b> Attn: Ms. Vita Strader J. Edgar Hoover Building Rm. No. 4965 Washington, DC 20535 (202) 324-4935</p>	Form CC-9020-01.
Standard	Washington	<p>FBI Fingerprint <b>Federal Bureau of Investigation</b> Attn: Liaison Unit D-3 1000 Custer Hollow Road Clarksburg, West Virginia 26306 (304) 625-5590 (7:00 am to 11:00 pm)</p>	Fingerprint cards are forwarded to the Identification Division.

Optional	Washington	<b>Federal Trade Commission</b> FOIA Request FOIA Branch, OGC FTC Room 676 600 Pennsylvania Ave., N.W. Washington, DC 20580 (202) 326-2430 Contact: Joan Fina	Consult with Headquarter Licensing.
Standard (Foreign Only)  Optional (U.S. Citizen)	District	<b>Interpol—USNCB</b> U.S. Justice Department Investigative Services Section Attn: Mr. Frank Powers Washington, D.C. 20530 (202) 616-2594 FAX:	<ul style="list-style-type: none"> <li>• Name and any known aliases.</li> <li>• Date and place of birth (country).</li> <li>• Country in which suspicion arises.</li> <li>• Parents.</li> <li>• Foreign passport number.</li> <li>• Previous foreign address.</li> </ul>
Standard	District	<b>Internal Revenue Service</b> Attention: Tax Check Unit Room 1603 - IR CL:GLD:A2:HQD 1111 Constitution Ave., N.W. Washington, D.C. 20224 Phone: (202) 622-3798 Fax: (202) 622-0299 Contact: James Helgeson	<p>IRS Tax Check Waiver.</p> <p>The following procedures should be used for the Tax Check Program:</p> <ul style="list-style-type: none"> <li>• OCC personnel forward the IRS Tax Check Waiver form to the filer for completion.</li> <li>• Each filer completes pages 1 and 2 and signs and dates page 2 of the form. The filer returns the completed form to the OCC district office.</li> <li>• After review, OCC personnel forward the completed form to the IRS.</li> </ul>
Standard	District	<b>LEXIS-NEXIS</b>	<p>Databases on LEXIS that should be checked are:</p> <ul style="list-style-type: none"> <li>• Docket Library – sanctions by banking and securities agencies.</li> <li>• Liens, Assets Library – financial information.</li> <li>• Insolvency Library – bankruptcy information.</li> </ul> <p>Consult with District Counsel.</p>
Optional	District	<b>Local court records</b>	<p>Consult with District Counsel.</p> <p>Local court personnel may respond to phone call requests, and many jurisdictions have computerized records for rapid search. To research court records, contact the clerks of the appropriate local courts by calling the trial court located in the filer's jurisdiction. Be prepared to provide the filer's name, any variations of it, and any related business entities that might have been involved in litigation.</p>
Optional	District	Mr. Susan Demando Director, Compliance <b>National Association of Securities Dealers, Inc.</b> 1735 K Street, N.W. Washington, D.C. 20006 (202) 728-8411	Form CC-9020-01.
Optional	District	Newspaper and periodical checks. OCC Librarian (202) 874-4720 FAX (202) 874-5138	Consult with OCC Librarian.

Optional	Washington	<b>Securities and Exchange Commission</b> Attn: Ms. Debra Kittredge 450 5th Street, N.W. Room 8201 Washington, D.C. 20549 (202) 942-4674 FAX: (202) 942-9631-	Form CC-9020-01.
Optional	District	<b>Federal, state and local law enforcement agencies</b>	Consult with District Counsel.
Standard	District	<b>United States Custom Service</b> Attn: Ms. Yolanda Meaders 1300 Pennsylvania Ave., N.W. Room 2104 Washington, D.C. 20229 (202) 927-0970 FAX: (202) 927-0327	Form CC-9020-01.
Standard (Foreign Only)  Optional (U.S. Citizen)	District	United States Department of State DS/ICI/PR Attn: Debbie Wade 7th Floor – SA10 2121 Virginia Ave., N.W. Washington, D.C. 20522-1003 (202) 663-0721	The State Department is the OCC liaison for conducting police and embassy checks in foreign countries.  <ul style="list-style-type: none"> <li>Name and any known aliases.</li> <li>Date and place of birth (country).</li> <li>Current address.</li> <li>Current title/position.</li> <li>Name of employer.</li> <li>Full name of both parents.</li> <li>Foreign passport number.</li> <li>Relatives working in the home.</li> <li>Country local government.</li> <li>National identification number (if applicable).</li> <li>List of countries that should be checked.</li> </ul>
Standard (Foreign Only)  Optional U.S. Citizen)	District	United States Immigration and Naturalization Service ULLICO 4 <sup>th</sup> Floor Attn: Elenora McDowell Chief, Records Operation Section 425 I Street, N.W. Washington, D.C. 20536 (202) 514-4411 FAX: (202) 305-1737	<ul style="list-style-type: none"> <li>Full name and any known aliases.</li> <li>Date and place of birth (country).</li> <li>Current address.</li> <li>Social Security Number.</li> <li>Passport number or visa number.</li> <li>Immigration file number (if applicable).</li> </ul>
Optional	District	United States Internal Revenue Service, Inspections Assistant Commissioner Inspection IS:I Attn: Ms. Mary Spears, I:ISP:IH 1401 Wilson Blvd., Suite 816 Arlington, VA 22209 (703) 235-0586	Form CC-9020-01